

City of Lincoln Appointment Application

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointments by the Mayor and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointments. If you have recently prepared a biography or resume, PLEASE ATTACH IT TO THIS FORM.

Complete both sides and return to: Mayor's Office, 555 South 10th Street, Lincoln NE 68508. FAX: 441-7120

PERSONAL INFORMATION

NAME (please type or print last name, first name, and middle initial)

☐ Mr. ☒ Ms. ☐ Miss. ☐ Mrs.

Meeks, Heled L.

2931 South 74th Street, Lincoln, NE 68506 Lancaster

301 Centennial Mall South, P.O. Box 94986, Lincoln, NE 68509 Lancaster

Residence Telephone (402) 489-5461 Business Telephone (402) 471-0179

Applicant Occupation Credentialing Division Administrator NE Dept. of HHS Regulation and

E-mail Address heled.meeks@hhs.state.ne.us Meeks@neb.rr.com

To assist in the selection, you are asked to voluntarily provide information which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Sex ☐ Male ☒ Female Racial/Ethnic Background African American/Black

EDUCATION

Schools attended including High School

School	Location	Dates	Major/Degree
University of Nebraska	Lincoln, NE	1972-1974	Speech Pathology - MA
Tackson State Univ.	Tackson, MS	1967-1971	Speech Comm. BS
I.J. Gullledge High School	Tyketown, MS	1962-1966	H.S. Diploma

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

C.H.A.O./United Way Board of Directors } Previous
 Goodwill Board of Directors }
 St. Monica's Board of Directors }
 Charters Revision Committee City of Lincoln - Present

EMPLOYMENT

Employer	Location	Dates
State of NE	Dept. of Public Institutions	1972-1986
	Dept. of Health	1986-1997
	Dept. of HHS Regulation & Licensure	1997-Present

CITY OF LINCOLN

City Boards, Task Forces & Commissions

Please check City boards, task forces or commissions for which you would like to be considered for appointment.
Please number your selections in order of interest.

ADMINISTRATION

- ☐ Emergency Medical Services Board
- ☐ Lincoln City Library Board
- ☐ Lincoln Electric System Administrative Board
- ☐ Lincoln Housing Authority Board
- ☐ Personnel Board

BUILDING & SAFETY

- ☐ Building Code Board of Appeals
- ☐ Code Study Committee
 - ☐ Building Code Task Force
 - ☐ Electrical Code Task Force
 - ☐ Mechanical Code Task Force
 - ☐ Plumbing Code Task Force
 - ☐ Uniform Code Task Force
- ☐ Dangerous Building Code Board of Appeals
- ☐ Electrical Advisory, Appeals & Examining Board
- ☐ Examining Board of Plumbers
- ☐ Fire Sprinkler & Chemical Examining Board
- ☐ Gas Piping Exam Board
- ☐ Heating, Ventilating & Cooling Advisory & Appeals Board
- ☐ Heating, Ventilating & Cooling Examiners Board
- ☐ Housing Advisory & Appeals Board
- ☐ Plumbing Code Board of Appeals
- ☐ Uniform Fire Code Board of Appeals
- ☐ Water Conditioning Board of Examiners

ENVIRONMENT

- ☐ Air Pollution Advisory Board
- ☐ Water Conservation Task Force

GENERAL GOVERNMENT SERVICES

- ☐ Auditorium Advisory Board
- ☐ Cable Advisory Board
- ☐ Charter Revision Commission
- ☐ Government Access & Information Committee
- ☐ Workforce Investment Act Board
- ☐ City Personnel Board

HEALTH & HUMAN SERVICES

- ☒ Community Health Endowment Board of Trustees
- ☐ Commission on Human Rights
- ☐ Lincoln Area Agency on Aging Advisory Council
- ☐ Lincoln-Lancaster Women's Commission
- ☐ Lincoln-Lancaster County Board of Health

PARKS & RECREATION

- ☐ Parks & Recreation Advisory Board
- ☐ Community Forestry Advisory Board
- ☐ Veterans Memorial Gardens Council

PLANNING & DEVELOPMENT

- ☐ Board of Zoning Appeals
- ☐ Community Development Task Force
- ☐ Downtown Business Area Improvement Board
- ☐ Economic Development Loan Committee
- ☐ Historic Preservation Commission
- ☐ Lincoln-Lancaster County Planning Commission
- ☐ Nebraska Capital Environs Commission
- ☐ Urban Design Committee

TRANSPORTATION

- ☐ StarTran Advisory Board
- ☐ Taxicab Review Board
- ☐ Pedestrian/Bicycle Advisory Committee

OTHER

- ☐ Citizen Handicapped Parking Patrol
- ☐ Citizen Police Advisory Board
- ☐ Mayor's Committee for International Friendship
- ☐ Mayor's Multicultural Advisory Committee
- ☐ Relocation Assistance Appeal Board
- ☐ Procurement Appeals Board

RESUME

Director
 Credentialing Division
 Department of Health and Human Services
 Regulation and Licensure
 301 Centennial Mall South
 P.O. Box 94986
 Lincoln, NE 68509-4986

Phone (402) 471-2116
 Fax (402) 471-3577

Helen L. Meeks

Education	1971	Jackson State University, Jackson Mississippi B.S., Speech Communications; Minor-English.
	1974	University of Nebraska, Lincoln, Nebraska M.A., Speech-Language Pathology
	1974 to Present	Various training in Administration & Management, including organizational planning, budget development and administration, and personnel management.
Experience	1971-1972	High School Teacher Tylertown, Mississippi
	1974-1976	Speech Pathologist State of Nebraska, Beatrice State Developmental Center, Beatrice, Nebraska
	1976-1980	Director, Speech and Hearing Department State of Nebraska, Beatrice State Developmental Center, Beatrice, Nebraska
	1980's	Contracting Speech-Language Pathologist with: Beatrice Community Hospital, Beatrice, Nebraska Martin Luther Home, Beatrice, Nebraska Tabitha Home Health Service, Lincoln, Nebraska Nebraska Rehabilitation Services Division, (served clients from Nebraska and Kansas)
	1980-May 1986	Quality Assurance Coordinator Nebraska Department of Public Institutions, Lincoln, Nebraska
	June 1986-Present	Director Credentialing Division (Formerly known as the Bureau of Examining Boards and subsequently the Professional and Occupational Licensure Division in the Nebraska Department of Health. This Department was merged with four other Departments into the Nebraska Department of Health and Human Services. The Credentialing Division is one of five Divisions in the Department of Health and Human Services Regulation and Licensure)

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Helen L. Meeks
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**Professional
License**

Speech-Language Pathologist

**Current
Responsibilities**

- Develops and manages a \$6.5 million annual budget;
- Develops and implements operational policies & procedures and directs all aspects of licensure functions for 110 categories of health and human service professions and occupations and 27 types of facilities;
- Oversees and provides leadership to 105 FTEs;
- Analyzes and writes state legislation and regulations;
- Develops and implements Division mission, goals, and objectives;
- Participates in high-level policy development and decision making for Nebraska's Health and Human Services System;
- Provides guidance for federal and state regulatory analysis and integration; and
- Represents the State at various events.

**Accomplishments
In Current
Position**

1. Designed and implemented numerous quality improvement techniques to enhance customer services and operational efficiencies and effectiveness.
2. Prepared a Request for Proposal and provided oversight for the acquisition, installation, and operation of a Licensing Information System (LIS) that has converted in excess of 200,000 records from a state mainframe system and will convert 40,000 records from various stand alone systems. The LIS specifications were written to make the system capable of:
 - a. Maintaining licensure information for health and human services professionals and facilities;
 - b. Automating processes necessary for licensure which were previously done manually;
 - c. Allowing for licensure information to be obtained by telephone through an Interactive Voice Response system;
 - d. Allowing for INTERNET connectivity so that certain licensure transactions occur through this modality;
 - e. Providing remote access by users to verify licenses; and
 - f. Including modules for investigative and disciplinary action tracking and monitoring.
3. Assisted in writing legislation that reformed Nebraska's discipline system for health professionals, including mandatory reporting requirements.
4. Served in a leadership role in planning major organizational changes that merged most licensing functions from five agencies into one agency.
5. Designed a regulations development process to facilitate content consistency and analysis and outcome focus.
6. Designed various organizational structures to achieve flexibility in staff utilization; decentralization of licensure functions; a single point of contact for customers; and to maximize team utilization to accomplish work.
7. Reformed Nebraska's licensure processes and procedures by eliminating duplicative superfluous, or otherwise valueless work processes.

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**Professional
Presentations
Relating To
Regulations Of
Health
Professionals**

1986-Present

CLEAR Regional Conference
St. Louis, Missouri - 1996

Nebraska Association of Health care Recruiters,
Lincoln, Nebraska - 1996

Nebraska Association of Medical Staff Services,
Lincoln, Nebraska - 1995, 1996, 1997

CLEAR national Conferences, 1996 and 1997,
Anchorage, Alaska
San Antonio, Texas
Norfolk, Virginia

State Professional Association Meetings for various Health
Professionals

University of Nebraska Schools of Medicine, Nursing, Pharmacy, and
other Allied Professions

**Professional
Presentations
Relating To
Rehabilitative
Services**

1980's

American Speech-Language & Hearing Association,
Chicago, Illinois

Numerous Groups Regarding Rehabilitation Services

Awards Received

1989

Business Associate of the Year,
American Business Women's Association

1990

Manager of the Year Nebraska State Government Chapter
Nebraska State Government Chapter
National Management Association

**Professional Background Information
For
Helen L. Meeks**

Helen Meeks is the Director of the Credentialing Division of the Nebraska Department of Health and Human Services Regulation and Licensure. In this position, Ms. Meeks oversees the licensure, certification, and registration of health care professionals; commerce occupations; health care facilities; and child care facilities.

Her *responsibilities* include:

- Development and management of an annual 9.2 million dollar budget
- Oversight and leadership for 145 employees
- Development and implementation of Division mission, goals, and objectives;
- Policy making
- Operational policies and procedures for all aspects of licensure, certification, and registration for 110 categories of health and human service professions and occupations and 27 types of facilities
- Guidance for federal and state regulatory analysis and integration
- Representing the state at various conferences, meetings, and similar events

Her *accomplishments* include:

- Design and implementation of various quality improvement techniques to enhance customer services and operational efficiencies and effectiveness
- Preparation of a process to acquire an automated Licensing Information System
- Assistance in writing legislative reform for Nebraska's discipline system for health professional, including mandatory reporting requirements
- Providing leadership for organizational re-design
- Reform of licensing procedures to eliminate duplicative activities
- Presentations at various national, regional, and state conferences

Ms. Meeks holds a Master's Degree in Speech and Language Pathology from the University of Nebraska and a Certificate of Clinical Competence from the American Speech, Language, and Hearing Association. Ms. Meeks has received numerous awards in recognition of her professional and civic services, including Business Associate of the Year from the American Business Women's Association; and Manager of the Year from the Nebraska State Government Chapter of the National Management Association.